

# **RHODE ISLAND PUBLIC TRANSIT AUTHORITY**

## **BOARD OF DIRECTORS**

### **MINUTES OF Thursday, April 12, 2007 MEETING**

**Board Members Present: Thomas Deller, Chairperson; Robert Batting, Vice-Chair; William Kennedy and Chuck Alves.**

**Also Present: Alfred J. Moscola (General Manager); Lori Caron Silveira (Outside General Counsel); Henry Kinch; Maureen Neira; Mark Therrien; Ellen Mandly, and other members of RIPTA's senior staff and members of the public whose names are listed on the meeting sign-in sheet.**

#### **Agenda Item 1: Approval of Minutes of March 19, 2007 Meeting**

**Mr. Deller opened the meeting and requested comments regarding the minutes of the March 19, 2007 meeting. Hearing none, a motion was made by William Kennedy for approval of the minutes as presented. Robert Batting seconded the motion and the minutes were unanimously approved.**

#### **Agenda Item 2: General Manager's Report**

**Mr. Moscola began the report by discussing fuel costs, which have**

been going up since the end of March with a cost of \$2.29 per gallon by April 11th. He reported that the yearly average is now \$2.17 per gallon, and that fuel is budgeted at \$2.60 per gallon, but prices continue to creep up.

Mr. Moscola stated that the meetings with the House and Senate Finance Committees went well and Board Members Batting and Kennedy also attended the meetings. Mr. Moscola also reported that Legislative Transit Commission meetings are scheduled for April 24th and May 1st and invited the Board members to attend.

He announced a new program sponsored by Citizens Bank, which is scheduled for April 18th. Citizens bank will pay RIPTA \$18,000 to provide free rides for all passengers between the hours of 6:00 and 10:00 a.m. on that day.

In concluding his report, Mr. Moscola reported that new revenue has been realized by advertising on the sides of the trolleys. Five trolleys and six forty-foot buses will advertise the Tennis Hall of Fame and the Newport Mansions for which RIPTA will receive \$48,000 in revenue.

Mr. Moscola then reported on two bills currently in the House, which propose amendments to the anti-idling legislation that passed last year. The bills seek exemptions to the anti-idling restrictions during periods when passengers are being loaded and unloaded, and to keep the air conditioners and heat running for passenger comfort.

**Mr. Moscola also attended hearings at the State House regarding a Diesel Particulate Filter (DPF) Retrofit Program. The hearing on the bill regarding this program was postponed, but Mr. Moscola will testify when the hearings resume. He also stated that he intended to speak with DOT Director Williams to ensure that RIDOT is aware of the bill and involved in the hearings. Mr. Moscola informed the Board that by December 31, 2008, the law requires that 33% of RIPTA's fleet be equipped with DPF's and use ultra low sulphur fuel. The law further requires that by the end of 2009, 66% of the fleet must be equipped, and requires that 100% is equipped by December 31, 2010.**

**Before the law takes effect, RIPTA must retire 142 vehicles, which doesn't line up with the fleet plan. The estimate for the initial retrofit of 115 buses is \$1 million, plus an additional cost to "bake" the DPF filters annually which burns out the soot. Filters can only be baked a few times, then must be replaced. All of RIPTA's newer vehicles were purchased with DPF's already in place.**

**Mr. Moscola continued that the current law states that any vehicle over 14,000 pounds must comply. RIPTA's paratransit vehicles are over that weight so if the law were to pass as written today, the entire fleet of 152 paratransit and flex vehicles will have to be retrofitted. Mr. Moscola stated he would be testifying to this effect. Mr. Batting asked that the General Manager prepare a schedule for the Board**

showing all buses, vans, etc. and their current level of compliance and the dates for the mandatory retrofiting. Mr. Moscola said he would prepare that schedule and added that RIPTA is compliant for 2008. Mr. Batting then asked if any manufacturers made a compliant van, and Mr. Moscola said he was not aware of any and knew of some manufacturers switching back to gasoline engines. The federal emissions' laws on diesel engines get tougher in 2010. The General Manager said he would keep the Board informed on this issue.

Mr. Deller asked if there were questions for the General Manager and Mr. Alves queried Mr. Moscola on the types of state vehicles to which the law applies. Mr. Batting asked if the law applied to police and fire vehicles and was told it did not. Mr. Batting noted that the impact of compliance is potentially quite large, and Mr. Alves thanked the General Manager for bringing this issue to their attention.

### **Agenda Item 3: RFP 07-05 Automatic Passenger Counters**

Mr. Deller moved on to the next agenda item, Automatic Passenger Counters (APCs). Roger Mencarini addressed the Board to discuss this procurement for the supply, delivery and installation of fifteen automatic passenger counters and the related software to facilitate the management of the data received. Two responses were received and of the two, Urban Transportation Associates was judged the most qualified candidate. Staff recommends the award of the contract to Urban Transportation Associates at a cost of \$269,830, which

includes five years of maintenance on the system plus an option for the purchase of up to five additional counters at a cost of \$12,815 each.

Mr. Deller asked if the Board had questions, and Mr. Batting asked why RIPTA needed to count and track the demographic of riders when two-thirds of them ride for free. Mr. Mencarini explained the benefits of utilizing this system, and informed the Board that the APC's actually collect data not only on where passengers board the bus, but where they get off as well. He continued that the APC's provide valuable information to be considered when designing service. Mark Therrien added that the new electronic fareboxes will assist in data collection, and that under federal regulations RIPTA is required to count trips and report travel patterns. Federal regulations require that RIPTA track certain information for 10% of the fleet.

Following this discussion Mr. Kennedy moved to award the contract to Urban Transportation Associates and Mr. Alves seconded the motion. Mr. Deller voted to approve the motion and Mr. Batting opposed it. The motion passed by a vote of 3 to 1.

#### **Agenda Item 4: IFB 07-19 Brake Drums**

Mr. Mencarini discussed the next staff summary for the supply and delivery of brake drums for RIPTA's bus and trolley fleet. The proposed contract award is for one year with up to four annual

renewal options to be exercised at the sole discretion of the Authority. The annual projected cost based on historical usage ranges from \$48,565 in May 2007 to \$59,031 in May 2012. Of the eight companies submitting bids Ballard Mack of Coventry, RI was deemed the lowest responsible, responsive bidder and staff recommends the award of the contract to them.

After a brief discussion regarding the types of drums to be purchased, Mr. Kennedy made a motion to approve the award of the contract to Ballard Mack. Mr. Batting seconded the motion, which passed unanimously.

#### **Agenda Item 5: RFP 07-13 Cleaning Chemicals**

Mr. Mencarini discussed the staff summary for cleaning chemicals. Mr. Moscola stated that every chemical from bus wash soap to furniture polish at Elmwood, Kennedy Plaza and Newport is environmentally compliant. RFP responses were received from two companies to supply and deliver cleaning chemicals to the Authority. Of the two respondents, ChemStation New England was rated the best value. Therefore, staff recommends the award of a three-year contract with up to two annual renewals be awarded to ChemStation New England. There was a brief discussion regarding the approved length of state contracts, then Mr. Batting asked if any of the chemicals were hazardous. Mr. Mencarini said all the products to be purchased pursuant to the contract will be placed on an "MSDS

**Sheet” which will be reviewed by RIPTA’s environmental and safety staff.**

**Mr. Batting then moved to award the contract as recommended. Mr. Kennedy seconded the motion, which passed unanimously.**

#### **Agenda Item 6: RFP 07-23 Creative Advertising Agency**

**Roger Mencarini addressed the Board regarding agenda item 6, Creative Advertising Agency services. Mr. Mencarini outlined the staff summary, which stated three companies submitted proposals. He explained that the creative advertising agency assists RIPTA’s Marketing Communication and Governmental Affairs Department on an as-needed basis with a number of projects including graphic design, collateral materials, website maintenance, media buys and special events. After evaluation of the bids, staff recommends the award of a three-year contract with up to two annual renewal options to RIPTA’s current provider RDW Group of Providence.**

**Mr. Kennedy moved that the contract be awarded to RDW Group as recommended. Mr. Batting seconded the motion and it passed unanimously.**

#### **Agenda Item 7: RFP 07-25 Bus Advertising**

**Mr. Mencarini then discussed the staff summary for a contract to sell**

advertising on the interior and exterior of RIPTA's buses. Two companies submitted bids to secure a three-year contract with up to two annual renewal options to be exercised at the sole discretion of the Authority. Of the two bidders, Direct Media of Braintree, MA guaranteed a higher yearly rate than the other bidder. After a full evaluation of the bids, staff recommends the award of the contract for bus advertising services to Direct Media. The Directors briefly discussed some previous bus ads, and Mr. Moscola informed the Board that the Tennis Hall of Fame ads he previously discussed were the result of Direct Media's efforts.

After the discussion, Mr. Kennedy moved to award the contract as recommended and Mr. Alves seconded the motion. The motion passed unanimously.

#### **Agenda Item 8: RFP 07-28 Financial Audit FY 2007, 2008, 2009**

Roger Mencarini discussed the next staff summary for financial audit services. RIPTA issued the RFP and the Authority's current provider, Prescott, Chatellier, Fontaine and Wilkinson was the only respondent.

Staff performed a single source review, which was attached to the staff summary given to the Directors. In addition, as required by state law, staff has received prior approval from the Department of Administration and the Auditor General for this award. Mr. Mencarini stated that staff recommends the award of a three-year contract to provide audit services for the fiscal years ending 6/30/07, 6/30/08 and



**6/30/09 to Prescott, Chatellier, Fontaine and Wilkinson. Mr. Batting noted that Prescott, Chatellier, Fontaine and Wilkinson has been RIPTA's auditor for a number of years and Mr. Moscola said they would also assist with the implementation of GASB #45.**

**After the discussion, Mr. Batting moved to award the contract to Prescott, Chatellier, Fontaine and Wilkinson as recommended. Mr. Kennedy seconded the motion, which passed unanimously.**

### **Agenda Item 9: Public Comment**

**Mr. Deller requested public comments. No public comments were received and Mr. Deller moved on to the next agenda item.**

### **Agenda Item 10: Executive Session**

**Mr. Deller moved that RIPTA adjourn to an executive session, as noticed on the agenda, under section § 42-46-5(a)(2) for the purpose of discussing a claims matter. Mr. Kennedy moved to adjourn and to convene an executive session; Mr. Batting seconded the motion. A roll call vote was taken on the motion to convene to executive session. All Board members voted to convene the executive session.**

**Following the Board's return to open session, Mr. Batting moved to seal the executive session minutes. Mr. Alves seconded the motion,**

**which passed unanimously.**

**Agenda Item 11: Adjournment**

**Mr. Batting moved to adjourn the meeting; Mr. Kennedy seconded the motion, which passed unanimously.**

**Respectfully submitted,**

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**Ellen M. Mandly**

**Secretary to the Board**